

October 26, 2012



JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

CLASSIFICATION: *ASSOCIATE GOVERNMENTAL PROGRAM ANALYST*

WORKING TITLE: *INTERNATIONAL BUSINESS SPECIALIST -- PARTNERSHIPS, POLICY AND PLANNING*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

BUREAU/SECTION: *INTERNATIONAL AFFAIRS AND BUSINESS DEVELOPMENT*

SALARY: *\$4400 - \$5348*
(Salary will be adjusted accordingly to comply with the furlough program)

SUMMARY: The Associate Governmental Program Analyst (AGPA) will receive direct supervision from the, Deputy Director, International Affairs and Business Development, and general program direction from the Chief Deputy Director, Governor's Office of Business and Economic Development (GO-Biz). "International business development" includes any efforts by the unit to directly or indirectly increase outbound or inbound sales, joint ventures, partnerships, investments, shipping, or passenger travel across international borders to stimulate economic activity in California.

DUTIES:

Support planning and reporting functions for the international unit of GO-Biz to ensure the unit delivers and communicates business development successes of the highest quality and quantity. Duties include:

- Collect and compile narrative success stories of the unit, as well as statistical summaries of business successes and any other measurement metrics to assure all activities adhere to a high standard of performance. Immediately notify the Deputy Director and the Chief Deputy Director of any potential problems.
- Research and report to the Deputy Director about international business promotion programs of other states and foreign nations to identify promotional tools and strategies for adoption in California.
- Help compile regular required reporting for the unit.
- Work directly with other state offices to achieve objectives, including scheduling and follow-up of a regular interagency coordination meeting.
- Help develop and coordinate with an official statewide list of international business facilitation partners, including scheduling and follow up of a regular California International Business Partnership coordination meeting

Perform research and writing on international economic and business issues in conjunction with the Deputy Director and provide briefings of significant items. Duties include:

- Identify and report on international, federal, state, and local issues creating barriers or opportunities for California international economic development and business.
- Prepare all briefing books and meeting background materials.
- Help coordinate with ports, airports, and related international goods and people movement stakeholders to expand California gateway activity.

- Create an online clearinghouse of international business statistics for California.

Assist the Deputy Director with effective and businesslike operation of California foreign offices in compliance with state law and contracts. Duties include:

- Help compile reports, guidelines, and other planning and reporting materials.
- Schedule meetings and necessary follow-up with partners to develop and gain agreement on specific office goals, staffing plans, and operations.
- Work with partners to review and report on financial contributors in accord with state law, conflict of interest guidelines, and public affairs concerns.
- Provide logistical support of fundraising activities for international business promotion including California foreign offices and the Trade Promotion Account.
- Support logistical and follow-up activities with foreign office advisory and oversight boards as may be established by the unit or any partners.
- Maintain a clearinghouse of key contacts, promotional materials and other intellectual property developed by each foreign office.

Coordinate meetings for inbound and outbound foreign missions. Duties include:

- Help identify, prioritize, and confirm dates, scope, timing and participation in international missions, including maintenance of a mission calendar.
- Provide advance background and logistical information to mission participants.
- Organize logistical arrangements for participants and, as resources permit, attend functions to ensure necessary services are provided.
- Help coordinate events, meetings and activities with other state and federal agencies, consular offices, businesses, and other public and private stakeholders to maximize commercial success of inbound and outbound mission activities.

Provide operational and communications support for the unit. Duties include:

- Work with GO-Biz staff, State resources, and partners to develop and manage multi-lingual / multi-country brochures, web information, branding and visual assets, and business cards.
- Assist GO-Biz international staff with background research, talking points, and PowerPoint development for internal and external presentations.
- Assist GO-Biz international staff and the GO-Biz external affairs team on coordinating logistical details and materials in the promotion of international programs and successes.
- Develop vendors and partners as needed to accomplish unit objectives.
- Maintain shared contact lists and overall event calendar for the unit.
- Work with executive fellows and interns as may be assigned to the unit.
- Regularly report to and coordinate with the Deputy Director on all matters.
- Perform other job related duties as required

KNOWLEDGE AND ABILITIES:

Ability to:

- Develop policy, conduct and implement strategic planning, and evaluate programs
- Write reports, proposals, and analyses
- Manage online publishing and sharing of data through websites, calendars and contact databases
- Work cooperatively and in coordination with other staff, state and federal agencies, and local organizations
- Plan and support logistics for meetings, conferences, seminars and tours in the U.S. and abroad
- Communicate effectively with U.S. and foreign business and government representatives

DESIRABLE QUALITIES:

- Bachelor's or Master's degree in cross-disciplinary international studies, international business, or international communications
- At least four years relevant professional experience with a Bachelor's degree or two years relevant professional experience with a Master's degree
- Communicate flawlessly in English
- Speak, read and write at least one language other than English
- Significant foreign travel experience, preferably business travel in multiple countries of commercial importance to California

SUPPLEMENTAL APPLICATION:

In order to be considered for this position, interested candidates must submit a supplemental application. Your response must use 12-point Arial font, 1-inch standard margins and include your first and last name in the upper right-hand corner.

A 300-500 word writing sample is required describing how your background uniquely prepares you for successfully carrying out the job duties of this position. The writing sample may provide URL links to other reports or materials that demonstrate your report writing, marketing communications or other writing, rhetorical and design skills.

Interested applicants must submit a package containing all of the following items:

- A completed standard state application (STD 678)
- Resume
- Supplemental Application

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library on behalf of GOBIZ, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the application drop box located at: Library & Courts Building II, 900 N Street, Sacramento. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted November 9, 2012. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE October 26, 2012	H.R. APPROVAL
PC #	POSITION NUMBER (Agency - Unit - Class - Serial) 373-XXX-5393-XXX		
BUREAU SECTION International Affairs	CLASS TITLE Associate Governmental Program Analyst		
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT VACANT		
<p>YOU ARE A VALUED MEMBER OF THE GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GOBIZ) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE GOBIZ TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.</p>			
<p>BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Associate Governmental Program Analyst (AGPA) will receive direct supervision from the, Deputy Director, International Affairs and Business Development, and general program direction from the Chief Deputy Director, Governor's Office of Business and Economic Development (GO-Biz). "International business development" includes any efforts by the unit to directly or indirectly increase outbound or inbound sales, joint ventures, partnerships, investments, shipping, or passenger travel across international borders to stimulate economic activity in California. The AGPA is responsible for the following duties:</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
25%	<p>ESSENTIAL FUNCTIONS: Support planning and reporting functions for the international unit of GO-Biz to ensure the unit delivers and communicates business development successes of the highest quality and quantity. Duties include:</p> <ul style="list-style-type: none"> •Collect and compile narrative success stories of the unit, as well as statistical summaries of business successes and any other measurement metrics to assure all activities adhere to a high standard of performance. Immediately notify the Deputy Director and the Chief Deputy Director of any potential problems. •Research and report to the Deputy Director about international business promotion programs of other states and foreign nations to identify promotional tools and strategies for adoption in California. •Help compile regular required reporting for the unit. •Work directly with other state offices to achieve objectives, including scheduling and follow-up of a regular interagency coordination meeting. •Help develop and coordinate with an official statewide list of international business facilitation partners, including scheduling and follow up of a regular California International Business Partnership coordination meeting. 		
20%	<p>Perform research and writing on international economic and business issues in conjunction with the Deputy Director and provide briefings of significant items. Duties include:</p> <ul style="list-style-type: none"> •Identify and report on international, federal, state, and local issues creating barriers or opportunities for California international economic development and business. •Prepare all briefing books and meeting background materials. •Help coordinate with ports, airports, and related international goods and people movement stakeholders to expand California gateway activity. •Create an online clearinghouse of international business statistics for California. 		

JOB DESCRIPTION (6/08)

20%	<p>Assist the Deputy Director with effective and businesslike operation of California foreign offices in compliance with state law and contracts. Duties include:</p> <ul style="list-style-type: none">•Help compile reports, guidelines, and other planning and reporting materials.•Schedule meetings and necessary follow-up with partners to develop and gain agreement on specific office goals, staffing plans, and operations.•Work with partners to review and report on financial contributors in accord with state law, conflict of interest guidelines, and public affairs concerns.•Provide logistical support of fundraising activities for international business promotion including California foreign offices and the Trade Promotion Account.•Support logistical and follow-up activities with foreign office advisory and oversight boards as may be established by the unit or any partners.•Maintain a clearinghouse of key contacts, promotional materials and other intellectual property developed by each foreign office.
20%	<p>Coordinate meetings for inbound and outbound foreign missions. Duties include:</p> <ul style="list-style-type: none">•Help identify, prioritize, and confirm dates, scope, timing and participation in international missions, including maintenance of a mission calendar.•Provide advance background and logistical information to mission participants.•Organize logistical arrangements for participants and, as resources permit, attend functions to ensure necessary services are provided.•Help coordinate events, meetings and activities with other state and federal agencies, consular offices, businesses, and other public and private stakeholders to maximize commercial success of inbound and outbound mission activities.
15%	<p>Provide operational and communications support for the unit. Duties include:</p> <ul style="list-style-type: none">•Work with GO-Biz staff, State resources, and partners to develop and manage multi-lingual / multi-country brochures, web information, branding and visual assets, and business cards.•Assist GO-Biz international staff with background research, talking points, and PowerPoint development for internal and external presentations.•Assist GO-Biz international staff and the GO-Biz external affairs team on coordinating logistical details and materials in the promotion of international programs and successes.•Develop vendors and partners as needed to accomplish unit objectives.•Maintain shared contact lists and overall event calendar for the unit.•Work with executive fellows and interns as may be assigned to the unit.•Regularly report to and coordinate with the Deputy Director on all matters.•Perform other job related duties as required

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Initiative and Independence of Action

- The position requires a high degree of creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific time frames.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT

Public Contact

During the course of work, the incumbent has regular contact with governmental agencies, high-level members of domestic/international business and economic development communities, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

PHYSICAL ABILITIES

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)

EMPLOYEE'S SIGNATURE

DATE